

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

(Revised July 31, 2014)

PGI 204.6—CONTRACT REPORTING

PGI 204.602 General.

(1) *Helpful documents.* The Federal Procurement Data System (FPDS) website at <https://www.fpds.gov> provides useful documents and on-line training to assist with FPDS data entry. Key manuals can be found at the top of the website homepage under the “Training” and “Worksite” drop-down links to include:

(i) FPDS Data Element Dictionary – The data dictionary outlines relevant information for each data field. The version 1.4 Data Dictionary identifies whether a data field is Required, Optional, Propagates from the base action, Not Applicable or System Generated, for each type of data entry screen (Awards, Indefinite Delivery Vehicles, and Transactions/Modifications). It also identifies the source of data entry (e.g., Contracting Officer, System for Award Management (SAM), FPDS); the format of the field; and whether the field input is derived from entries in other fields. At the back of the Data Dictionary is a useful summary “J3 DoD Use Case Summary.” Note that version 1.3 of the Data Dictionary (and earlier editions) used a term called “Not Required,” and did not distinguish between Not Applicable, Propagates, or System Generated. If a data field is identified as “Not Required,” it may mean that the data is pre-populated from another source, such as the SAM for vendor data, or the originating contract action report if the current action is referencing a previously reported award.

(ii) FPDS Data Validations – This document identifies all the validation rules that are applied to data entry. The majority of the rules apply Governmentwide. DoD specific validation rules appear at “J5.5.1 DoD Specific Validations.”

(iii) FPDS Users Manual – This manual provides guidance on the various types of data entry screens and addresses whether a particular field is: [R] – requires contracting officer/buyer entry; [A] – pre-populated by FPDS or a contract writing system, if using machine-to-machine process; or [C] – calculated by FPDS for each type of data entry screen. However, the nature of the field is determined based on Governmentwide requirements. To determine DoD-specific requirements, refer to J3 “DoD Use Case Summary” in the FPDS Data Element Dictionary.

(2) *Reporting technical or policy issues.*

(i) *Technical issues.* To report an FPDS technical issue—

(A)(1) Users of the Standard Procurement System (SPS) should contact their local SPS Help Desk (authorized SPS caller);

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(2) Users of other contract writing systems should contact the local contract writing system administrator to determine the appropriate procedures; and

(3) Web users should contact their local system administrator, who will then contact the FPDS Help Desk; or

(B) If the issue is an obvious FPDS technical issue that needs to be documented and corrected by the system, the user should contact the FPDS Help Desk, by phone at 703-390-5360 or by e-mail at fpdssupport@gcefederal.com. When e-mailing the FPDS Help Desk, also send a copy to the applicable agency representative identified in paragraph (2)(iii) of this section.

(ii) *Policy issues.* Report policy issues to the applicable agency representative identified in paragraph (2)(iii) of this section.

(iii) *Agency representatives.* Department and component FPDS representatives and their contact information can be found on the DPAP website at http://www.acq.osd.mil/dpap/pdi/eb/federal_procurement_data_system_-_next_generation_fpds-ng.html under “Additional Resources.”

PGI 204.604 Responsibilities.

The OSD Procurement Data Improvement Plan, posted at <http://www.acq.osd.mil/dpap/pdi/eb/dataimp.html#>, applies to each of the military services and agencies with procurement authority, and identifies the data validation requirements and responsibilities that support the annual Department of Defense certification identified at FAR 4.604(c). These review requirements encompass contract action reports submitted to FPDS, terminations for default and other documents submitted to the Federal Awardee Performance and Integrity Information System (FAPIIS), and other reporting and posting requirements.

PGI 204.606 Reporting data.

(1) *Methods of reporting to FPDS.*

(i) *Individual contract action report (CAR) (one CAR per contract action).*
The normal method of reporting to FPDS is through the use of individual CARs.

(A) An individual CAR is required to be reported for each of the following types of awards regardless of the estimated value of the award:

(1) Indefinite-delivery contract.

(2) Blanket purchase agreement (prescribed by FAR parts 8 or 13).

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(3) Basic ordering agreement.

(4) Basic agreement (only if the agreement has a value and potential obligations greater than \$0).

(5) Task and delivery orders and calls issued under any agreement or indefinite-delivery contract (including Federal Supply Schedules, Governmentwide acquisition contracts, or multi-agency contracts).

(6) Modification to any contract, agreement, order, or call where a CAR is required for the base award.

(B)(1) An individual CAR is required to be reported for each of the following types of awards when the award process was conducted using other than micro-purchase procedures and the value is greater than the micro-purchase threshold (MPT):

(i) Purchase order.

(ii) Definitive contract.

(2) Although a contract action report is not required for these awards when micro-purchase procedures were followed and the value is less than the MPT, it is encouraged as a best practice if the award was not accomplished using the Governmentwide commercial purchase card or a Standard Form 44. Additionally, when the purchase order or definitive contract being awarded is in response to a contingency, an individual report is required when the value of the award is greater than \$25,000, not the MPT of \$30,000 referenced in FAR part 2.

(C) See paragraphs (1)(ii) and (iii) of this section for exceptions to individual reporting.

(ii) *Multiple CARs (more than one CAR per contract action).*

(A) Prepare multiple CARs if—

(1) The contract or order award is anticipated to include foreign military sales (FMS) funding in addition to non-FMS funding.

(2) The contract or order award includes line items with more than one type of contract pricing (e.g., fixed-price, cost-plus-fixed-fee) and at least two of the types of contract pricing have a dollar value greater than \$5,000,000 for that type. Use a separate CAR for each type of contract pricing arrangement.

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(B) The determination of whether multiple CARs are needed for the situations described in (A) of this section is made when the contract or order is awarded. Contracting officers are not required to delete and re-enter CARs in FPDS as multiple CARs if, during the life of the contract or order, subsequent unanticipated modifications make the award eligible for multiple CARs.

(C) The following multiple CAR transaction identification numbers have been established for reporting multiple CARs and shall be used by all DoD contracting offices. Do not use transaction numbers other than '0' if the requirements for multiple CARs in (A) and (B) of this section do not apply at the time of contract or order award. When reporting modifications, include the transaction number that was reported on the initial base award in order to properly identify the referenced contract action report. If both situations described in [PGI 204.606\(1\)\(ii\)\(A\)](#) exist, transaction numbers should be assigned based on FMS and non-FMS rather than by type of contract pricing arrangement.

Transaction Type	Transaction Number
No multiple CARs	0
DoD-Cost	1
DoD-Cost-Sharing	2
DoD-CPAF	3
DoD-CPFF	4
DoD-CPIF	5
DoD-FFP	6
DoD-FP-EPA	7
DoD-FP-LOE	8
DoD-FPAF	9
DoD-FPI	10
DoD-FPR	11
DoD-LH	12
DoD-TM	13
FMS	14
Non-DoD	15
Non-FMS	16
DoD	17

(iii) *Express reporting (consolidated reporting of multiple contract actions, to be submitted at least monthly).*

(A) Express reporting may be used for—

(1) Multiple contract actions against a single contract or agreement, when monthly volume of actions is such that individual contract action reporting is overly burdensome (e.g., orders placed by the Defense Commissary Agency for resale; installation housing maintenance; and recurring blanket purchase agreement actions);

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(2) Multiple contract actions accomplished away from the contracting office, such as ships away from home port; contingency, humanitarian, or peacekeeping operations; or other remote deployments;

(3) Multiple delivery orders that use the Governmentwide purchase card as both the method of purchase and payment under federal supply schedules, Governmentwide acquisition contracts (GWACs), blanket purchase agreements (BPAs), basic ordering agreements (BOAs), and other indefinite-delivery type contracts;

(4) Multiple contract actions for energy-related supplies and associated services accomplished by the Defense Logistics Agency (DLA) Energy; and

(5) Orders under communications service agreements for local dial tone services, in accordance with agency procedures.

(B) When express reports reflect more than one contractor for overseas actions or consolidated delivery orders made using the Government purchase card where identification of the contract or agreement is not possible, use the appropriate generic DUNS number.

(C) When express reports are used, sum all of the actions and enter in the 'Number of Actions' data field. Also sum all of the obligations and enter in the 'Action Obligation', 'Base and Exercised Options Value', and 'Base and All Options Value' data fields. Express reports must be submitted no less frequently than monthly.

(2) *Actions not reported.* In addition, to the types of actions listed in FAR 4.606(c), do not report the following types of actions to FPDS:

(i) Orders placed by ordering officers against indefinite-delivery vehicles awarded by—

(A) The United States Transportation Command (USTRANSCOM) or its components for decentralized transportation-related services. USTRANSCOM will report these orders. Contracting officers shall submit consolidated reports of orders (bookings/bills of lading) at least annually to USTRANSCOM; or

(B) The Defense Logistics Agency (DLA) Energy for energy-related supplies and associated services. DLA Energy will report these orders.

(ii) Contracts, agreements, or orders that are themselves classified.

(3) *Specific instructions for entering data in FPDS.*

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(i) Contracting officers shall choose the correct FPDS format (e.g., purchase order, basic ordering agreement (BOA), blanket purchase agreement (BPA)) to report the award of a new contract, agreement, or order. Note that prior to FY10, DoD offices reported BOAs and BPAs as Indefinite-Delivery Contracts (IDCs) in FPDS; BPA calls issued under those pre-FY10 reported BPAs are reported using the task/delivery order format in FPDS. BPA calls issued under DoD issued BPAs reported FY10 or later or any civilian agency issued BPA should be reported using the BPA call format.

(ii) The remaining instructions in this section cover the different sections of an FPDS contract action report, as presented to the user in the system. Not every data element is addressed here, as many are self-explanatory. Users should also consult the FPDS User Manual referenced in [PGI 204.602\(1\)\(iii\)](#) for more complete descriptions and examples. Also, the instructions in this section use data field names based on what is shown to the user while entering data in FPDS; for more specific information, review the FPDS Data Element Dictionary referenced in [PGI 204.602\(1\)\(i\)](#).

(iii) *FPDS Entry – Document Information Section.*

(A) Enter the new contract, agreement, or order number in the 'Procurement Identifier' data field. Note that new awards will be reflected as Modification 0 in FPDS.

(B) If the action is a BPA awarded against a Federal Supply Schedule, enter the Federal Supply Schedule contract number in the 'Referenced IDV' data field.

(C) If the action is a delivery order awarded against a Federal Supply Schedule, Governmentwide acquisition contract (GWAC), BOA, or other indefinite-delivery contract (IDC); enter that contract or BOA number in the 'Referenced IDV' data field.

(D) If the action is a BPA call awarded against a BPA, enter the BPA number in the 'Referenced IDV' data field.

(E) If the action is a modification, enter the contract, agreement, or order number in the 'Procurement Identifier' data field and the modification number in the 'Modification No' data field.

(F) If multiple reports are required by [PGI 204.606\(1\)\(ii\)](#), then enter the appropriate transaction number in the 'Trans No' data field.

(G) If the award is associated with a solicitation, enter the solicitation number in the 'Solicitation ID' data field.

(H) If the award is associated with an initiative identified in FPDS (e.g., American Recovery and Reinvestment Act), choose the appropriate value in the 'Initiative' data field.

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(iv) *FPDS Entry –Treasury Account Symbol (TAS) data fields.*

(A) The TAS is used in FPDS to identify the type of funding obligated on a contract action. Per guidance from the Office of Management and Budget, the TAS is used as the 'program source' data element required by the Federal Funding Accountability and Transparency Act.

(B) The TAS should be provided by the requiring organization with the purchase request, and is often part of the line of accounting. The list of valid TAS is maintained by the Department of Treasury in the FASTBook; an on-line version of the FASTBook is available at <http://www.fms.treas.gov/fastbook/index.html>. Each TAS reported to FPDS includes a character agency identifier and a four character main account code (example: 97 0100). Some TAS also require a three character subaccount code. Note that the Department of Treasury FASTBook indicates a transition from a two character agency identifier to a three character agency identifier, completing in FY14. However at this time, DoD contracting officers are advised to drop the leading zero (0) from a three character agency identifier, and enter the next two characters in FPDS (e.g., 097 becomes 97).

(C) Report the TAS on CARs for each contract action with an obligation amount other than \$0. The TAS that is reported on a CAR should represent the predominant type of funding in terms of absolute dollars obligated and deobligated on the specific contract action being reported.

(D) For contract actions awarded by working capital funds offices, and the original type of funds received from the customer are not tied to specific procurements or otherwise identifiable, use the TAS that represents the working capital funds provided.

(E) For contract actions funded by foreign governments, and those funds are not considered under the Foreign Military Financing Program identified by the Department of Treasury in its FASTBook, in order to report the action to FPDS using the code that most closely approximates the use of the funds, then enter—

(1) 97 0100 (Operation and Maintenance, Defense-Wide, Defense) as the TAS for requirements that can be categorized as operations and maintenance in nature;

(2) 97 0300 (Procurement, Defense-Wide) as the TAS for requirements that can be categorized as procurement in nature; or

(3) 97 0400 (Research, Development, Test, and Evaluation, Defense-Wide) as the TAS for requirements that can be categorized as research and development in nature.

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(F) USTRANSCOM should use 97 0100 (Operation and Maintenance, Defense-Wide, Defense) as the TAS when reporting the consolidated orders of from their decentralized transportation-related services contracts.

(G) Additional information regarding the TAS is available in Frequently Asked Questions on the DPAP website at <http://www.acq.osd.mil/dpap/> in the eBusiness / FPDS section.

(v) *FPDS Entry – Dates Section.*

(A) The 'Date Signed' data field represents the date the contracting officer signed or otherwise awarded the contract action. For actions where a verbal authorization to proceed was given prior to the signed contract action, use the date of the verbal authorization.

(B) The date entered in the 'Completion Date' data field shall be the latest period of performance / delivery date of all of the exercised line items on the contract or order. This data field must be updated on the contract action report used to report the modification whenever line items are added or exercised by modification that extend the period of performance / delivery date beyond what was previously entered, including the exercise of any option years.

(C) The date entered in the 'Est. Ultimate Completion Date' data field shall be the latest period of performance / delivery date of all line items on the contract or order, including unexercised line items and option years. This data field must be updated on the contract action report used to report the modification whenever line items are added or changed by modification that extend the period of performance/delivery date beyond what was previously entered.

(D) The date entered in the 'Last Date to Order' data field on indefinite-delivery contracts, BOAs, and BPAs shall be the last date allowed by the contract for the contractor to accept orders. This data field must be updated whenever this date is changed by modification from what was previously entered.

(vi) *FPDS Entry – Amounts Section.*

(A) When entering a net deobligation on a contract action, include the minus (-) sign.

(B) The amount entered in the 'Base and Exercised Options Value' for new awards shall be the total value (represented in U.S. dollars and cents) of all the exercised line items on the contract or order regardless of whether they are partially or fully funded. This data field must be updated on the contract action report used to report the modification whenever the current value of the contract or order is changed by modification, including

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when options are exercised. When reporting such a modification, report the net value of the change itself in 'Current' field; FPDS will calculate the new total Base and Exercised Options Value. When an Administrative Contracting Officer (ACO) executes a modification and the previous value reported in FPDS is incorrect, the ACO shall notify the procuring contract office of the discrepancy and enter the appropriate value in the 'Current' field of the 'Base and Exercised Options Value' to ensure a correct total is represented. The ACO shall document the correction of the discrepancy in the contract file.

(C) The amount entered in the 'Base and All Options Value' for new awards shall be the total potential value of the award (represented in U.S. dollars and cents) (e.g., total price, total not-to-exceed amount, maximum award amount, etc.), including the value of all unexercised line items and options. For blanket purchase agreements and basic ordering agreements, enter the total expected amount for orders that will be issued. For each contract resulting from a solicitation where multiple awards were contemplated, this is the maximum for that resulting specific contract. Note: this amount is not always the same as the ceiling for the program under which multiple contracts were awarded. Each contract must have a specific ceiling identified (see FAR 16.504(a)(4)(ii)). This data field must be updated on the contract action report used to report the modification whenever the total potential value is changed by modification. When reporting such a modification, report the net value of the change itself in 'Current' field; FPDS will calculate the new total Base and All Options Value. When an Administrative Contracting Officer (ACO) executes a modification and the previous value reported in FPDS is incorrect, the ACO shall notify the procuring contract office of the discrepancy and enter the appropriate value in the 'Current' field of the 'Base and All Options Value' to ensure a correct total is represented. The ACO shall document the discrepancy correction in the contract file.

(D) The amount entered in the 'Action Obligation' for new awards shall be the total value of all the obligated funds on the contract or order, represented in U.S. dollars and cents. When reporting a modification, report the net value of the change in funding accomplished by the modification in the 'Current' field; FPDS will calculate the new total action obligation value. When an Administrative Contracting Officer (ACO) executes a modification and the previous value reported in FPDS is incorrect, the ACO shall notify the procuring contract office of the discrepancy and enter the appropriate value in the 'Current' field of the 'Action Obligation Value' field to ensure a correct total is represented. The ACO shall document the discrepancy correction in the contract file.

(vii) *FPDS Entry – Purchaser Information Section.*

(A) Enter the contracting office's DoD Activity Address Code (DoDAAC) in as the 'Contracting Office ID' data field.

(B) If the requiring organization is a DoD organization, enter the DoDAAC for the requiring office in the 'Funding Office ID' data field. This is normally the DoDAAC that is included on the purchase request in the purchase request number. If the contract action is supporting working capital funded efforts and the specific requiring office is unknown, enter

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the DoDAAC for the working capital funded office. Do not enter the DoDAAC from the contracting office in the 'Funding Office ID' field unless the contracting office is also the requiring organization.

(C) If the requiring organization is not a DoD organization, enter the Funding Office ID provided on the interagency agreement in the 'Funding Office ID' data field.

(viii) *FPDS Entry – Contractor Information Section.*

(A) Enter the DUNS number for the vendor in the 'DUNS No.' data field. This DUNS number will be used to pull the associated current record from the System for Award Management (SAM) database.

(B) If a SAM exception applies to the procurement, ensure the correct exception is chosen from the SAM Exception' data field. In this case the DUNS number entered in the 'DUNS No.' data field will be used to pull the contractor's name and location information from Dun & Bradstreet's database.

(ix) *FPDS Entry – Contract Data Section.*

(A) On the contract action report used to report the base award, choose the type of contract pricing in the 'Type of Contract' data field that is applicable to the predominant amount of the action, based on the value of the line items. This value will automatically populate any subsequent contract action reports for modifications.

(B) Enter 'Yes' in the 'Multiyear Contract' field if the procurement is a multiyear contract in accordance with FAR 17.1; otherwise enter 'No'.

(C) Enter the full name of the program, not an acronym or abbreviation, in the 'Major Program' field if there is an associated program name. Contracts and agreements with ordering provisions established as multi-agency contracts or for wide use within an agency shall always include a program name in order to ensure they are correctly represented in the Interagency Contract Directory (ICD) (see FAR 7.105(b)(1) for website).

(D) If the procurement is as a result of a requirement responding specifically to a National Interest Action that is listed in this field (for example, 'Hurricane Sandy' or 'Operation Enduring Freedom (OEF)'), then select the appropriate value. Otherwise, enter 'None.'

(E) For indefinite-delivery contracts, enter the appropriate type of indefinite-delivery contract in the 'Type of IDC' field: Indefinite Quantity, Requirements, or Definite Quantity.

(F) For indefinite-delivery vehicles in the 'Multiple or Single IDV' field:

(1) Select Multiple Award when the contract action is—

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(i) One of several indefinite-delivery indefinite-quantity (IDIQ) contracts awarded under a single solicitation in accordance with FAR 16.504(c);

(ii) One of several blanket purchase agreements (BPAs) awarded against a Federal Supply Schedule in accordance with FAR 8.405-3;

(iii) Any other IDIQ contract that an agency enters into with two or more sources under the same solicitation that requires contracting officers to compare or compete their requirements among several vendors; or

(iv) A part 13 BPA or Basic Ordering Agreement (BOA) with multiple awards.

(2) Select Single Award when the contract does not satisfy any of the above criteria for a multiple award.

(G) When reporting the initial award of indefinite-delivery contracts and agreements that allow orders to be placed by other contracting offices, enter the acronym or short abbreviation of the program name for the program supported by the contract or agreement with ordering provisions in the 'Program Acronym' field. Contracts and agreements with ordering provisions established as multi-agency contracts or for wide use within an agency shall always include an acronym or abbreviated program name, and the first five characters of this field shall be:

(1) 'FSSI-' for a federal strategic sourcing initiative (FSSI) vehicle.

(2) 'MMAC-' for a multiple-award multi-agency contract.

(3) 'SMAC-' for a single-award multi-agency contract.

(4) 'MBPA-' for a blanket purchase agreement available for use outside of the Department of Defense.

(5) 'AGYV-' for an agency-wide acquisition vehicle. For the purpose of this section, an agency-wide acquisition vehicle is an indefinite-delivery contract, BPA, or basic ordering agreement intended for the sole use of the Department of Defense. These may be for DoD-wide use or limited to one or more specific Military Services or Defense Agencies.

(H) In the 'Cost or Pricing Data' field, enter 'Yes' if certified cost and pricing data were obtained. Enter 'Not Obtained – Waived' if the requirement for certified cost and pricing data was waived. Enter 'No' if certified cost or pricing data were not obtained and no waiver was required. See FAR 15.403 for the requirements for certified cost and pricing data.

(I) Enter 'Yes' in the 'Purchase Card as Payment Method' field if the Governmentwide commercial purchase card (GPC) was used as the method of payment or as both the method of purchase and payment for the contract action. Enter 'No' if neither was the case.

(J) In the 'Un definitized Action' field, enter 'Letter Contract' if the procurement is a letter contract that meets the description in FAR 16.603-1. Enter 'Other Un definitized

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Action' if the procurement is for any other unpriced action that must be subsequently definitized. Enter 'No' if neither of these situations is applicable.

(K) Enter 'Yes' in the 'Performance Based Service Acquisition' field if the procurement is for services and performance based acquisition procedures were used. Enter 'No' if the procurement is for services and performance based acquisition procedures were not used. Enter 'Not Applicable' if the procurement is not for services.

(L) In the 'Contingency Humanitarian Peacekeeping Operation' field, enter 'Contingency' if the procurement is in response to a contingency operation as defined in 10 U.S.C. 101(a)(13) or 'Humanitarian' if the procurement is in response to a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8). Otherwise, enter 'Not Applicable'.

(M) In the 'Cost Accounting Standards Clause' field, enter 'Yes' if the procurement was subject to cost accounting standards (CAS) and the associated clauses were included in the contract. Enter 'No – CAS Waiver Approved' if the procurement is subject to CAS but a waiver was approved. Enter 'Not Applicable' if neither situation applies.

(N) Enter 'Yes' in the 'Consolidated Contract' field if the requirements under the procurement were consolidated and the total value is greater than the threshold identified in DFARS 207.170-3(a). Otherwise enter 'No'.

(O) Enter '1' in the 'Number of Actions' data field unless using Express Reporting procedures described in [PGI 204.606\(1\)\(iii\)](#).

(x) *FPDS Entry – Legislative Mandates Section.*

(A) For the 'Clinger-Cohen Act', 'Service Contract Act', 'Walsh-Healey Act', and 'Davis Bacon Act'; answer 'Yes' if the acts apply to any of the line items on the award. For the 'Service Contract Act', 'Walsh-Healey Act', and 'Davis Bacon Act', choose 'Not Applicable' if the act itself is not applicable based on implementation requirements in the FAR for each act, or choose 'No' if the act is applicable, but the associated clauses were not included in the award. For the 'Clinger-Cohen Act', choose 'No' if either the Act is not applicable or the planning requirements from the act were not accomplished.

(B) If the contracting officer selects 'Other Statutory Authority' in the 'Interagency Contracting Authority', they must enter the name of the other authority in the associated text box.

(xi) *FPDS Entry – Principal Place of Performance Section.*

(A) For supplies, the data entered in this section shall reflect the predominant place where manufacturing occurred or where procured finished products were taken out of inventory. Do not enter the Government delivery location. When the manufacturing or inventory location is unknown, and the contractor has not provided a separate address for the place of performance in FAR provision 52.214-14 or 52.215-6 with its offer, enter the

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contractor's physical address that corresponds with its registration in the System for Award Management (SAM) that is identified by its DUNS number and CAGE code.

(B) For services, identify the location that represents the predominant place the services are performed. For services that start performance in one location and complete performance in a different location, such as transportation and cargo shipment services, the completion or destination location shall be entered. If the contract or order has multiple destination locations, enter the location where the predominant amount is being delivered.

(C) For place of performance based in the United States, ensure the zip code + 4 data element is entered. This will populate the city and state fields accordingly. Zip codes and their +4 extensions can be identified at the United States Postal Service website (www.usps.com). When a '+4' extension cannot be determined for a zip code (for example, in a highly rural area or at a location with a vanity address), choose the +4 extension that represents the area nearest to the place of performance.

(xii) *FPDS Entry – Contract Marketing Data Section.* This section applies to Indefinite-Delivery Vehicles (IDVs) (i.e., BOAs, BPAs, and Indefinite-Delivery Contracts) only.

(A) Enter the website in the 'Website URL' data field where a new user would find the best information about ordering under the vehicle. This is an optional field, but each multi-agency contract being reported should include one.

(B) In the 'Who Can Use' data field, choose the value that best represents which agencies are allowed to have their contracting officers place orders under the vehicle. If only the office that awarded the IDV is allowed to place orders under the vehicle, choose 'Only My Agency'. Do not list codes or text under the 'Codes' or 'Other' options unless the vehicle only allows very specific parts of agencies to place orders.

(C) Include in the 'Email Contact' data element the specific email of the contracting officer responsible for the IDV who is able to answer questions concerning ordering. A group email address may only be used in this field if it is continuously monitored.

(D) Enter the maximum value of each order that may be issued under the vehicle in the 'Maximum Order Limit' field.

(E) Enter the fee charged to the ordering agency for allowing the ordering agency to place an order under the specific vehicle. The fee may be identified as a fixed percentage, an upper and lower amount if based on a varying factor, or as 'no fee'. This is not the fee paid to a contracting office for placing an order on behalf of a requiring office.

(F) Enter a brief description of ordering instructions in the 'Ordering Procedures' data field. If the 'Website URL' field is entered, this field is not required to be completed; however, ensure that the website provided gives the user enough information to be able to place an order.

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(xiii) *FPDS Entry – Product or Service Information Section.*

(A) For the product or service code (PSC) data field choose the code that best represents the predominant amount of supplies or services being procured on the award. The list of active PSCs for use in FPDS reporting is available on the FPDS website under the 'Worksite' section under 'Reference'.

(B) For the principal NAICS code data field, enter the NAICS code that best represents the type of industry related to the predominant amount of supplies or services being procured on the award. If the award was a result of a solicitation that included any of the following provisions, use the NAICS code that was included in the provision: 52.204-8 'Annual Representations and Certifications', 52.212-3 'Offeror Representations and Certifications – Commercial Items', or 52.219-1 'Small Business Program Representations'. The list of active NAICS codes for use in FPDS reporting is available on the FPDS website under the 'Worksite' section under 'Reference'.

(C) For the place of manufacture data field, only choose Manufactured Outside the United States – Qualifying Country if the country of product or service origin is Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Egypt, France, Finland, Germany, Greece, Israel, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, Turkey, or the United Kingdom. These are the only current qualifying countries.

(D) For the description of requirement data field, enter a short description of what is being procured by the action. This should be entered in plain English with no acronyms or military jargon such that the public can understand what is being acquired by the Department. Do not use national stock numbers, part numbers, or other identifiers without also including associated plain English descriptions. When reporting modifications, do not use this field to explain what type of procurement process is accomplished (e.g., exercise option year, incremental funding); continue to address what is being procured. When the procurement is primarily for services (i.e., the PSC Code begins with a letter), include, in addition to the description of what is being procured, the following indicators regarding the nature of the services at the beginning of the Description of Requirement field exactly as shown below:

(1) For 'Closely Associated Functions' enter IGF::CL::IGF. 'Closely Associated Functions' means functions that are closely associated with inherently governmental functions; those contractor duties that could expand to become inherently governmental functions without sufficient management controls or oversight on the part of the Government. Office of Federal Procurement Policy (OFPP) Policy Letter 11-01, Performance of Inherently Governmental and Critical Functions, provides examples of work that is inherently governmental and therefore must be performed by Federal employees and work that is closely associated with inherently governmental functions that may be performed by either Federal employees or contractors.

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(2) For ‘Critical Functions’ enter IGF::CT::IGF. ‘Critical Functions’ means functions that are necessary to the agency being able to effectively perform and maintain control of its mission and operations. Typically, critical functions are recurring and long-term in duration.

(3) For ‘Other Functions’ enter IGF::OT::IGF. ‘Other Functions’ mean neither ‘Closely Associated Functions’ nor ‘Critical Functions’.

(4) For services that include performing both ‘Closely Associated Functions’ and ‘Critical Functions’, enter IGF::CL,CT::IGF.

(5) If services include performing ‘Other Functions’ and either ‘Closely Associated Functions’ or ‘Critical Functions’, enter only the ‘Closely Associated Functions’ or ‘Critical Functions’ coding shown above.

(E) For the recovered materials/sustainability data field, choose the value from the list below that reflects the requirements of sustainability incorporated into the contract or order. If there is a combination of the attributes on the contract that does not exist in the list below, choose the one from the list that most closely reflects the situation on the contract.

(1) *FAR 52.223-4 included* – Use when the contract includes the requirement for recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation.

(2) *FAR 52.223-4 and 52.223-9 included* – Use when the contract includes the requirement for recovered materials in accordance with FAR subpart 23.4, provision 52.223-4 was included in the solicitation, and clause 52.223-9 is included in the contract.

(3) *No clauses included and no sustainability included* – Use when the contract includes neither requirements nor provisions/clauses for recovered materials or energy efficient, biobased, or environmentally preferable products or services.

(4) *Energy efficient* – Use when the contract includes the requirement for energy efficient products or services in accordance with FAR subpart 23.2.

(5) *Biobased* – Use when the contract includes the requirement for biobased products or services in accordance with FAR subpart 23.4.

(6) *Environmentally preferable* – Use when the contract includes the requirement for environmentally preferable products or services in accordance with FAR subpart 23.7.

(7) *FAR 52.223-4 and energy efficient* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation; and

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subpart 23.2. (ii) Energy efficient products or services in accordance with FAR

(8) *FAR 52.223-4 and biobased* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation; and

(ii) Biobased products or services in accordance with FAR subpart 23.4.

(9) *FAR 52.223-4 and environmentally preferable* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation; and

(ii) Environmentally preferable products or services in accordance with FAR subpart 23.7.

(10) *FAR 52.223-4, biobased and energy efficient* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation;

(ii) Energy efficient products or services in accordance with FAR subpart 23.2; and

(iii) Biobased products or services in accordance with FAR subpart 23.4.

(11) *FAR 52.223-4, biobased and environmentally preferable* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation;

(ii) Biobased products or services in accordance with FAR subpart 23.4; and

(iii) Environmentally preferable products or services in accordance with FAR subpart 23.7.

(12) *FAR 52.223-4, biobased, energy efficient and environmentally preferable* – Use when the contract includes the requirement for–

(i) Recovered materials in accordance with FAR subpart 23.4 and provision 52.223-4 was included in the solicitation;

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subpart 23.2; (ii) Energy efficient products or services in accordance with FAR
23.4; and (iii) Biobased products or services in accordance with FAR subpart
(iv) Environmentally preferable products or services in accordance
with FAR subpart 23.7.

(xiv) *FPDS Entry – Competition Information Section.*

(A) Solicitation procedures. Select the appropriate entry from the following list:

(1) *Simplified Acquisition* – Report this code for competitive and noncompetitive contract actions that used simplified acquisition procedures in accordance with FAR part 13, to include acquisitions using the Commercial Items Test Program. However, if the action is noncompetitive and the reason for other than full and open competition is other than “Authorized by Statute”, “Authorized Resale”, or “SAP Noncompetition”, then enter “Only One Source Solicited” as the solicitation procedure. (Note that most times when in conflict, the reason for other than full and open competition takes precedence over the type of solicitation procedure used.)

(2) *Only One Source Solicited* – Use this code if no solicitation procedure was used or only one source is solicited for the action.

(3) *Negotiated Proposal/Quote* – Use this code for competitive contract actions that use negotiated procedures (FAR parts 12, 13, or 15).

(4) *Sealed Bid* – Use this code for contract actions using sealed bid procedures (FAR part 14).

(5) *Two Step* – Use this code for contract actions that use a combination of sealed bids and negotiated procedures (FAR 6.102).

(6) *Architect-Engineer FAR 6.102* – Use this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).

(7) *Basic Research* – Use this code if the action resulted from a competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

(8) *Alternative Sources* – Use this code if the action resulted from use of procedures that provided for full and open competition after exclusion of sources to establish or maintain alternative sources pursuant to FAR 6.202.

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(9) *Subject to Multiple Award Fair Opportunity*—FPDS will automatically populate this entry for orders placed against multiple award contracts (to include Federal Supply Schedules) and FAR part 8 BPAs (and orders issued under such BPAs that are subject to fair opportunity pursuant to FAR 16.505(b)(1)).

(B) Extent Competed. Select the appropriate entry from the following list. The extent competed for any modification or order against a task or delivery order contract pulls from the basic contract.

(1) *Competed under SAP*— Report this for competitive contract actions that were awarded using FAR part 13 Simplified Acquisition Procedures (i.e., solicitation procedures were “Simplified Acquisition”), to include for the Commercial Item Test Program.

(2) *Full and Open Competition (F&OC)*— Report this if the contract action resulted from an award pursuant to FAR 6.102(a), Sealed bids; FAR 6.102(b), Competitive proposals; FAR 6.102(c), Combination; or any other competitive method that did not exclude sources of any type.

(3) *F&OC after Exclusion of Sources*— Report this when sources are excluded before competition. (Note: This terminology is broader than FAR subpart 6.2, which includes set-aside actions and actions to establish or maintain alternate sources, in that it also includes actions justified by a justification and approval that provided for competition).

(4) *Not Available for Competition*— Report this if the contract action is not available for competition (i.e., contract actions where the solicitation procedure was “Only One Source” and the reason not competed is “Authorized by Statute,” “International Agreement,” “Utilities,” or “Authorized Resale.”) Note that sole source set-asides for 8a firms, HUBZone firms, and service-related disabled veteran-owned concerns should always be identified as “Authorized by Statute” as the reason for other than full and open competition.

(5) *Not Competed under SAP*— Report this for non-competitive contract actions that were awarded using FAR part 13 Simplified Acquisition Procedures (i.e., solicitation procedures were “Simplified Acquisition”).

(6) *Not Competed*— Report this when the contract action is not competed and the solicitation procedures are “Only One Source.”

(C) Type of Set-Aside. If the contract action is a result of a set-aside or sole source authorized under part 19 of the FAR, choose the applicable value.

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(D) SBIR/STTR (Research). Ensure this data field is completed if the contract action is a result of a Small Business Innovative Research (SBIR) or Small Technology Transfer Research (STTR) Program.

(E) Other than Full and Open Competition.

(1) *Simplified Acquisition Procedures (SAP)*. Select only “SAP Non-Competition,” “Authorized by Statute” if a sole source set-aside must also be noted, or “Authorized for Resale” when the award is noncompetitive and simplified acquisition procedures were used, including those awards under the commercial items test program. Do not choose other values from the list.

(2) *Other than Simplified Acquisition Procedures*. Select from available values the one that matches the FAR part 6 authority referenced in the Justification & Authorization document for using other than competitive procedures. Do not choose “SAP Non-competition”.

(F) Fair Opportunity/Limited Sources. This field is the basis for determining whether competition is provided for on orders placed against multiple-award contracts (to include DoD contracts, Governmentwide Acquisition Contracts, Federal Supply Schedules, and BPAs issued under the Federal Supply Schedules). If a Federal Supply Schedule contract or a Governmentwide multiple-award contract is not coded as a multiple-award vehicle, thereby preventing completion of this field, the FPDS user should advise the agency FPDS so that the contracting office for the multiple-award contract can be notified and pursue correction.

(1) *Urgency* – Report this if the action was justified pursuant to FAR 8.405-6(a)(1)(i)(A) or FAR 16.505(b)(2)(i)(A).

(2) *Only One Source – Other* – Report if the action was justified pursuant to FAR 8.405-6(a)(1)(i)(B) or FAR 16.505(b)(2)(i)(B).

(3) *Follow-On Delivery Order Following Competitive Initial Order* – Report this if the action was justified pursuant to FAR 8.405-6(a)(1)(i)(C) or FAR 16.505(b)(2)(i)(C).

(4) *Minimum Guarantee* – Report this if it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR 16.505(b)(2)(i)(D).

(5) *Other Statutory Authority* – Report this if a statute expressly authorizes or requires that the purchase be made from a specified source. See FAR 16.505(b)(2)(i)(E).

(6) *Fair Opportunity Given* - Report this if fair opportunity was given pursuant to FAR 16.505(b)(1).

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(7) *Competitive Set-Aside* – Report this if the order was set aside pursuant to FAR 19.502-4(c) and a sub-set of multiple-award contract holders meeting the set-aside criteria were provided fair opportunity to submit an offer. If this value is selected, also choose the appropriate set-aside in the ‘Type of Set-Aside’ field. Do not select this value if the original multiple award contract itself was set-aside or partially set-aside.

(8) *Sole Source* – Report this if the order was issued pursuant to FAR 19.502-4(c) and awarded to a single contract holder meeting the socio-economic criteria without providing fair opportunity to other multiple-award contract holders. If this value is selected, also choose the appropriate value in the ‘Type of Set-Aside’ field.

(G) If an award did not provide for full and open competition; or in the case of simplified acquisition, did not provide the maximum extent of competition practicable; select the value in the ‘Other Than Full and Open Competition’ field that represents the justification used.

(H) In the ‘Commercial Item Acquisition Procedures’ data field, indicate whether commercial procedures were (1) used for commercial items, (2) used for supplies or services pursuant to FAR 12.102(f), (3) used for services pursuant to FAR 12.102(g), or (4) not used.

(I) In the ‘Commercial Item Test Program’ data field, indicate if the contract action utilized procedures under FAR 13.5.

(J) In the ‘A-76 (FAIR Act) Action’ data field, indicate if the contract action resulted from an A-76 / FAIR Act competitive sourcing process.

(K) In the ‘Local Area Set Aside’ data field, indicate if the contract action resulted from a local area set-aside in accordance with FAR 26.202.

(L) In the ‘FedBizOpps’ data field, enter ‘Yes’ if the award was greater than \$25,000 in value and subject to FAR 5.2 synopsis requirements. Enter ‘No’ if the award was greater than \$25,000 in value, but an exception to synopsis requirements applied. Enter ‘Not Applicable’ if the award was less than or equal to \$25,000 in value.

(M) In the ‘Number of Offers’ data field, enter the specific number of offers received in response to the solicitation. In the case of contracts awarded as a result of a Broad Agency Announcement, enter the number of proposals received under the specific announcement. In the case of orders under a multiple-award contract (including Federal Supply Schedules and GWACs), BOAs, and BPAs, enter the number of offers received for the specific order.

(xv) *FPDS Entry – Preference Programs / Other Data Section.*

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(A) Contracting Officer's Business Size Selection—

(1) When entering a new contract, purchase order, or agreement award in FPDS, contracting officers shall ensure they appropriately choose 'Small Business' or 'Other than Small Business' in the Contracting Officer's Determination of Business Size data field according to the NAICS code applied to the award, its associated size standard, and the contractor's response to provision 52.212-3 or 52.219-1. The contracting officer shall enter 'Other than Small Business' for awards where the contractor has not certified to its status in one of these provisions.

(2) If the 'Contracting Officer's Determination of Business Size' data field is completed with 'Small Business', the contractor's other socio-economic information that it has entered or the Small Business Administration (SBA) has provided to the System for Award Management (SAM) database will be included in the contract action report. This includes designations such as SBA-Certified 8(a), Women-owned Small Business, Service Disabled Veteran Owned.

(3) Contracting officers will not be allowed to identify types of set-asides in FPDS unless the 'Contracting Officer's Determination of Business Size' field is completed with 'Small Business', and other required socio-economic designations are present in the contractor's SAM record (e.g., contractor must have the SBA-Certified 8(a) designation in order to identify an 8(a) type set-aside in FPDS).

(4) All subsequent modifications and delivery orders under the initial award will be automatically populated with the same designations.

(B) Subcontract Plan. Select whether a subcontract plan is required for the contract action.

(4) Reporting modifications to FPDS.

(i) Modifications against previously reported contracts, agreements, and orders are required to be reported to FPDS if they include any obligation or deobligation amount. They are also required to be reported to FPDS if there is no obligation or deobligation amount and involve a change to the data reported in any data field in the contract action report (e.g., vendor name, completion date, place of performance).

(ii) Contracting officers should choose the Reason for Modification value that best represents the purpose of the modification action. A modification issued after physical completion of the contract, including those modifications to simply deobligate remaining unused funds, should be identified as 'Close Out' on the contract action report unless another value (such as 'Vendor Address Change') is more applicable. The values 'Funding Only Action' and 'Other Administration Action' should be used only when another value does not apply.

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(iii) DoD offices shall not use the 'Transfer Action' value in the Reason for Modification field unless transferring the contract to a non-DoD contracting office (e.g., Department of Interior).

(iv) Modifications for novations (see FAR subpart 42.12 and DFARS subpart [242.12](#)) shall use 'Novation Agreement' in the Reason for Modification field.

(A) When this value is used, the contracting officer must enter the appropriate DUNS number for the contractor in the modification contract action report. FPDS will then bring over the current vendor name and address from the contractor's SAM record for that DUNS number into the modification contract action report. Subsequent contract action reports will show the updated DUNS number and vendor name.

(B) When this value is used, FPDS also allows the contracting officer to update the Contracting Officer's Determination of Business Size data field. The contracting officer shall ensure that the contractor's current size status is appropriately recorded on the modification contract action report. Subsequent contract action reports will reflect the size entered on this modification contract action report (see FAR subparts 19.301-2 and 19.301-3).

(v) Modifications for contractor name changes that do not require a novation (see FAR subpart 42.12 and DFARS subpart [242.12](#)) shall use 'Vendor DUNS Change' in the Reason for Modification field. When this value is used, the contracting officer must enter the appropriate DUNS number for the contractor in the modification contract action report. FPDS will then bring over the current vendor name and address from the contractor's SAM record for that DUNS number into the modification contract action report. Subsequent contract action reports will show the updated DUNS number and vendor name.

(vi) Modifications for contractor address changes that do not require a novation shall use 'Vendor Address Change' in the Reason for Modification field. When this value is used, FPDS will bring over the current address from the contractor's SAM record into the modification contract action report. Subsequent contract action reports will show the updated address.

(vii) Modifications for re-representation actions (see FAR subparts 19.301-2 and 19.301-3) shall use either 'Re-representation' or 'Re-representation of Non-Novated Merger/Acquisition', as appropriate, in the Reason for Modification field. When this value is used, FPDS allows the contracting officer to update the Contracting Officer's Determination of Business Size data field. The contracting officer shall ensure that the contractor's current size status is appropriately recorded on the modification contract action report. Subsequent contract action reports will reflect the size entered on this modification contract action report.

(5) Reporting task and delivery orders and calls where the Governmentwide commercial

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purchase card is both the method of purchase and payment.

(i) Do not report open-market purchases (i.e., not under a Federal Supply schedule, agreement, or contract) made with the Governmentwide commercial purchase card valued less than the micropurchase threshold to FPDS.

(ii) Purchases made using the Governmentwide purchase card as the method of both purchase and payment under federal schedules, agreements, or contracts are required to be reported to FPDS regardless of value. Contracting offices shall ensure all such purchases made by their authorized cardholders are reported to FPDS no less frequently than monthly. Any individual purchase valued greater than \$25,000 must be reported individually to FPDS. For individual purchases valued less than \$25,000, there are three acceptable methods for reporting to FPDS. They are, in preferred order of use—

(A) Report each order individually to FPDS;

(B) Report a consolidated express report to FPDS using the delivery order or BPA call format that references the individual contract or BPA, respectively; or

(C) Report a consolidated express report to FPDS using the purchase order format that uses the generic DUNS 136721250 for 'GPC Consolidated Reporting' or 136721292 for 'GPC Foreign Contractor Consolidated Reporting', as appropriate, as the identifier. Note that when a generic DUNS number is used to report these actions, only 'Other than Small Business' is allowed as the 'Contracting Officer's Determination of Business Size' selection.

(6) Using generic DUNS numbers.

(i) Generic DUNS numbers may only be used for reporting to FPDS in accordance with FAR subpart 4.605(c) or PGI 204.606(5)(ii)(C). Note that if a generic DUNS number is used on the report to FPDS, systems that prepopulate data based on the DUNS number reported to FPDS may not be able to use the DUNS number for further reporting on that contract action because the contractor identification information is not accurately reflected. For example, assessing officials cannot report past performance reports to the Contractor Performance Assessment Reporting System (CPARS) (see FAR subpart 42.15) if a generic DUNS number was used to report the action to FPDS. Additionally, some reporting requirements placed on the contractor, such as subcontract reporting required by FAR subparts 4.14 and 19.7, are not able to be completed. Therefore, it is important that the use of generic DUNS numbers in reporting to FPDS be rare and only when necessary.

(ii) The following generic DUNS numbers are available for use in contract reporting only if the conditions in FAR subpart 4.605(c) or PGI 204.606(5)(ii)(C) apply:

(A) DUNS 167445928 – Student Workers in Laboratories. Used to report actions awarded to student workers providing goods/services in government laboratories (or other government facilities) when obtaining a DUNS number would place a financial

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hardship on the student. Corresponding CAGE code in the System for Award Management (SAM): 35HL9.

(B) DUNS 123456787 – Miscellaneous Foreign Awardees. Used to report actions awarded to vendors located outside the United States providing goods/services when a specific DUNS number is not available. Corresponding CAGE code in SAM: 35KC0.

(C) DUNS 136666505 – Spouses of Service Personnel. Used to report actions awarded to service personnel dependents located and providing goods/services outside the United States when obtaining a DUNS number would place a financial hardship on the dependent. Corresponding CAGE code in SAM: 3JDV7.

(D) DUNS 167446249 – Navy Vessel Purchases In Foreign Ports. Used to report actions awarded to vendors located outside the United States providing goods/services in support of vessels located in foreign ports when a specific DUNS number is not available. Corresponding CAGE code in SAM: 35KD3.

(E) DUNS 153906193 – Foreign Utility Consolidated Reporting. Used to report procurement actions awarded to vendors located outside the United States providing utilities goods/services when a specific DUNS number is not available. Corresponding CAGE code in SAM: 3JDX5.

(F) DUNS 790238638 – Domestic Awardees (Undisclosed). Used to report actions awarded to vendors located in the United States where identifying the vendor could cause harm to the mission or the vendor (for example, domestic shelters). Corresponding CAGE code in SAM: 3JEH0.

(G) DUNS 790238851 – Foreign Awardees (Undisclosed). Used to report actions awarded to vendors located outside the United States when identifying the vendor could cause harm to the mission or the vendor. Corresponding CAGE code in SAM: 3JEV3.

(H) DUNS 136721250 – GPC Consolidated Reporting. Used to report orders and calls issued via the Governmentwide commercial purchase card (GPC) under indefinite-delivery type contracts and agreements to businesses located in the United States, and the identity of the DUNS number for the vendor is not available to the office reporting the action. Corresponding CAGE code in SAM: 3JDW4.

(I) DUNS 136721292 – GPC Foreign Contractor Consolidated Reporting. Used to report orders and calls issued via the GPC under indefinite delivery type contracts and agreements to businesses located outside the United States, and the identity of the DUNS number for the vendor is not available to the office reporting the action. Corresponding CAGE code in SAM: 3JDV9.